

Maryland-National Capital Park and Planning Commission

TITLE: Exhibits Technician

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Essential Job Functions: (cont.)

6. Assists in production of signs, headlines, displays, exhibits and other written copy in various styles.
7. Operates graphics camera and performs layout and paste up work.
8. Maintains inventory of art supplies. Obtains bids and price quotes. Drafts purchase orders for printing and supplies and inspects deliveries.
9. Performs routine maintenance and cleaning of equipment and work areas in the shop. Makes minor repairs and renovations. Stores paints, chemicals, hazardous materials, and other materials used in art work. Makes routine safety checks.
10. Operates vehicle to make deliveries and pick up supplies, and to take vehicle to garage for service.

Important Worker Characteristics:

Knowledge of: (1) graphics design, preferably involving three dimensional creations; (2) model-making or taxidermy; (3) carpentry; (4) exhibit shop practices;* (5) safety and first aid;* and (6) Commission activities, organization, policies and procedures.*

Skill in the use of: (1) tools, instruments and equipment of the graphics arts field; (2) carpentry tools; and (3) graphics camera.

Ability to: (1) apply artistic principles to solve practical problem; (2) calculate fractions, decimals, and percentages; (3) read and write routine reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) proofread typed materials; (6) organize work efficiently; and (7) lift up to 50 pounds.

*Developed primarily after employment in this job class.

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Minimum Qualifications:

1. Completion of a two-year post-secondary school program in commercial arts, graphic arts, studio arts, or related subjects; or two years of experience in commercial or graphic arts; or
2. An equivalent combination of education and experience.

Working Conditions

Works in an exhibit shop. Moderate pressure to meet deadlines. Moderately heavy lifting. Frequently exposed to eye, skin, nose, and lung irritations from dangerous chemicals and frequently exposed to the hazards of operating hand and powered tools and equipment.